

Technical Services Section:

The Technical Services Section of the State Library is composed of four branches: Acquisitions, Cataloging, Services to State Agencies and Processing Center. This section is responsible for providing technical services to the State Library, state agencies, public and institutional libraries across the state. For the purposes of this survey, technical services is defined as acquiring, cataloging and physically processing library materials.

Acquisitions and Cataloging, both of which are in-house services of the State Library, will be combined and described as a unit as technical services of the State Library. The Services to State Agencies and Processing Center Branches will be described separately.

The Acquisitions Branch provides acquisition of materials selected by the State Library to meet the requirements of the public service areas and to maintain each item in good physical condition.

After the materials have been purchased, the Cataloging Branch classifies, catalogs, physically processes and produces and maintains records for them to meet the needs of the library's patrons and staff.

The Acquisitions staff searches orders to eliminate duplicates and to complete bibliographic information necessary for ordering. Orders are placed through vendors or direct with publishers.

Incoming shipments are checked, invoices approved, orders which cannot be filled are cancelled, and claims filed for orders not received. Current records of financial encumbrances and expenditures are maintained. Some 500 volumes per month are received and searched through the SOLINET (Southeastern Library Network) terminal for cataloging copy and the resulting information is given to the catalogers.